

MEMORANDUM FOR THE RECORD

1 December 1958

SUBJECT: Second Meeting on Blank Forms

REFERENCE: Memorandum for the Record, subject
Meeting on Blank Forms, 17 Nov 1958

1. The following is a record of a second meeting on Blank Forms held in the Supply Division on 24 November 1958 and attended by:

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2. Purpose: The purpose was to continue discussion on items contained in referenced memorandum and also to discuss new subjects pertaining to blank forms.

3. Items Discussed:

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a. Personnel in DSCS Responsible for Blank Forms.

[REDACTED] is the person in charge of blank forms in the Supply Division. [REDACTED] is his assistant. 25X1A9a
Office Symbol: OL/SD/DSCS/Blank Forms.
Address : [REDACTED] 25X1A6a
Phone No. : Ext. 2357

b. Requisitioning of Standard Forms.

DSCS will prepare a form 30A (Form Stock Replenishment Notice, Coordination and Approval Record) on Standard Forms requiring overprint and/or pre-print and will forward same to FMB for approval. All other Standard Blank Forms may be requisitioned without reference to FMB.

c. Form 30A

DSCS will secure from the BSO's an estimated inventory of the applicable blank form in their stock and will include this figure on the 30A. The inventory will be obtained verbally and need only be a measured count. DSCS will attach one copy of the blank form with the 30A forwarded to FMB.

d. Standard Packaging of Blank Forms.

FMB will coordinate with the [REDACTED] to have all Agency cut-sheet blank forms wrapped 100 sheets to a package.

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Memo. for the Record, Subj. Second Meeting on Blank Forms, Cont'd.

e. Requisition for Blank Forms.

Prior to the use of any new form for requisitioning blank forms DSCS will prepare a written procedure. The use of Form 1490 will be considered, if feasible.

f. Stockage of a Minimum Quantity of Blank Forms by DSCS.

DSCS will not maintain a shelf stock, but will instead use the BSO stocks to fill minimum quantities requested which are less than a standard package. This is a tentative procedure and its effectiveness will be studied during its operation.

g. Diversion of a Portion of Procurement of New and/or Revised Agency Forms to BSO's.

Original item is amended to include diversion from shipper to BSO's on both new and revised blank forms and whenever else requested on blank forms already in use.

h. Issue of Old Stock First.

When a blank form is revised and the old form is to be used until the stock is exhausted, then the warehouse is to issue the old stock first. DSCS will assist by making notes on the Stock Record Card as to whenever a revised form is received and advise the [REDACTED] to issue old stocks first.

i. New or Revised Blank Forms.

FMB requires five (5) copies on all new or revised forms when received. DSCS will arrange with [REDACTED] for them to attach ten (10) forms to the Receiving Report whenever new or revised forms are received. This can be accomplished by attaching a note to the procuring (requisitioning) instrument forwarded to the [REDACTED]. (Note: Five (5) forms for FMB and five (5) for DSCS file.)

j. Indicating Classification of Forms in Catalog.

FMB has no objection to showing the classification (SECRET, CONFIDENTIAL, etc.) of forms in their blank state in the Agency Catalog.

k. Explanation of Columns in EAM Listings on Blank Forms.

FMB will coordinate with Machine Records Unit in having a column explanation at the start of all EAM listings.

Memo. for the Record, Subj. Second Meeting on Blank Forms, Cont'd.

1. Stock Number and Blank Form Number.

Identification & Catalog Branch is amending its procedure so that EAM cards can be controlled and listings run-off in either stock number or form number,

m. Revised Distribution on Blank Form EAM Listings.

FMB has revised their distribution to include Washington Depot and also to discontinue a number of listings.

n. Classified Blank Form Storage Area in BSO.

FMB recommends that inasmuch as the greater usage for classified forms is for DDP elements in the "J", "K" and "L" areas, the stock be moved from B&S area to "J" building. This would eliminate a considerable number of special trips for personnel in those areas. (Note: This item is referred to

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[REDACTED], BSO, for his study and action.)

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[REDACTED]
Chief, Stock Control Section

Distribution:

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- 2 - Each Person in Attendance
- 2 - [REDACTED]
- 1 - [REDACTED]
- 2 - [REDACTED]
- 1 - [REDACTED]
- 1 - SEU
- 2 - ICB 25X1A9a

OL/SD/DSCS/ [REDACTED] pat/8754 (1 Dec 1958)

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